

Patient Administrative Coordinator

APPLY ON COMPANY WEBSITE:

[HTTPS://TEAM-REHAB.COM/JOBS/5438/](https://team-rehab.com/jobs/5438/)

Team Rehabilitation is seeking a dynamic individual to be that important first point of contact within our clinic.

Responsibilities:

- Greet patients in a friendly, outgoing manner; ideal candidate would be empathetic to patient conditions and do whatever is needed to help, accommodate and support the patient's success in therapy
- Ensure 360 communication with patients, physicians, other staff members and anyone else involved in the patient's care – including any necessary follow-ups
- Maintain complex schedules while ensuring that all patients are scheduled the appropriate amount of visits which may include working with other staff members to accommodate patient needs
- Verify and explain insurance benefits to every patient, as well as obtaining and tracking any authorizations needed
- Accurate data entry into electronic medical and billing record system, including billing changes and follow-up
- Collect Co-pays in an accurate, timely and professional manner
- Input data collected from in-house research; information provided will assist in determining clinic performance
- Assist in clinic performance by preparing management information, imputing data from in-house research and assuming basic maintenance of clinic supplies and equipment
- Able to multitask in a fast paced, demanding environment while staying on top of daily reports and tasks

Other Tasks:

The Patient Administrative Coordinator reports to the clinic director and performs any additional tasks assigned by the clinic director.

JOB REQUIREMENTS:

- High school graduate or equivalent
- Experience in a patient centered health care position is an advantage, but is not necessary
- Experience in other positions requiring customer contact and service is also useful
- Excellent written and verbal communication skills required
- Must possess solid basic computer skills